

TECHNICAL SUPPORT AND SERVICES CONTRACT

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Quarterly Report

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Submitted to:

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EXECUTIVE SUMMARY

The TSSC is comprised of three principal teams: Technical, Operations, and Internal Support. TSSC staff is located in Washington DC, Delhi, Jakarta, Manila, Bangkok, and Hanoi. Activity highlights for each of these Teams follows.

The Technical Team

The Technical Team supports program implementation activity in all US-AEP countries, with a principal focus on urban and industrial programs. Within these sectors, the Technical Team supports the implementation of policy and technology cooperation activities. In addition, the Team also directly oversees the administration of TSSC grants and Short-Term Technical Assistance.

Select highlights of the Technical Team's work over the past quarter follow arranged by sector:

Urban Sector

Improved Municipal Environmental Management

The Technical Team participated in a variety of activities in the region focused on solid waste management best practices within urban local bodies in India; city management in the Philippines and Thailand; and preparations for the Mayors' Asia-Pacific Environmental Summit to be held in Honolulu, HI in September 2003.

Improved Air Quality

The Team planned and coordinated several activities focused on clean air initiatives in Asia. These activities included a study tour for Indonesian air quality professionals to India to learn about air pollution mitigation; a study tour for Sri Lankan Motor Traffic Commission Department staff to Bangkok to learn about inspection and maintenance training programs; a donor's meeting for the Philippines' Partnership for Clean Air to assess ways for US-AEP to continue to support the organization; an Executive Committee meeting of the Clean Air Initiative for Asian Cities; and two workshops for the City of Chiang Mai to discuss the implementation of a Green Vehicles program and social marketing campaign based on the city of San Francisco's experience.

More Effective Solid Waste Management

The Team organized a municipal solid waste management workshop in Mumbai, India; a stakeholder's roundtable in the Philippines to solicit feedback on a draft design manual for ecological solid waste management; and conducted a final analysis of data from several Thai cities for a Municipal Solid Waste Benchmarking Study.

Improved Water Management

The Team engaged in a variety of activities across the region in support of water management improvement. For instance, the Team reviewed methodology and progress reports from a sago factory in India for a study to determine ways to reduce the water usage of small and medium sized sago industries. The Team also met with the Philippines' Laguna Lake Development Authority and its river councils to find ways to build capacity and increase public and local government participation in river clean up efforts. In Thailand, the Team planned and facilitated discussions for the second phase of the Tha Chin River Basin Restoration Project.

Industry Sector

Promotion of Eco-Industrial Development (EID)

The Team's efforts in EID focused on an upcoming exchange for Vietnamese officials to Thailand to visit select industrial estates that have implemented EID concepts. In support of this EID Vietnam work, the Team met with key US-AEP representatives from Vietnam and Thailand to discuss the Vietnamese delegation's collaboration with Thailand's Industrial Estates Authority. The Team also conducted a conference call to coordinate activities with an environmental specialist in Hanoi who is working on a World Bank project for restructuring three state-owned corporations located in industrial estates.

Improved Corporate Environmental Management

In India, the Technical Team helped to coordinate a study tour for officials from the Delhi Metro Railway Cooperation to Thailand and Malaysia to show delegates how these two countries' railway systems manage environmental issues. In the Philippines, the Team participated in briefings for the Philippine Business for Social Progress Greening the Supply Chain Initiative in order to review their training module and ascertain their need for and interest in GRI-related assistance. The Team submitted a summary report to US-AEP Thailand recommending a partnership with the Thailand Environment Institute to promote Thai greening the supply chain efforts. In Vietnam, the Team provided materials on Responsible Care Codes of Management Practices to a state-owned corporation.

Improved Corporate Environmental Reporting

In India, the Team reviewed a proposal from a GRI multiplier organization. The Team also participated in a workshop design session with the Thai GRI multiplier organization from Chulalongkorn University.

Improved Industrial Energy Management

In India, the Team provided managerial support, technical oversight, and input to the Energy Wise India program. In addition, the Team provided assistance for the planning and implementation of meetings with key partners.

Policy, Trade, and International Cooperation Sector

Implementation of the initial group of programs funded under the ASEAN Cooperation Plan (ACP) continued during this quarter. In addition, the annual summary of USAID support to ASEAN countries and the region was completed and sent to ANE for clearance. TSSC staff met with the Regional Environment Officer based in the U.S. Embassy in Bangkok to discuss the Mekong River Commission, which includes a subset of ASEAN members. Meetings on international counter terrorism took place with Ambassador Cofer Black in Hanoi in June.

Technology Cooperation Sector

Use of Technology Transfer as a Cross-Cutting Discipline Effecting Air, Water and Solid/Hazardous Waste Management

Over the past quarter, the Team's primary support in this area has been in India and the Philippines where the Team prepared the USEPA application forms and narrative for the Toxic/Hazardous Waste Certificate Program. The Team also provided support for an Obsolete Pesticide Inventory Workshop and prepared a proposal for a toxic and hazardous wastes (THW) study tour for the Department of Environment and Natural Resources. The study tour will promote private investment in THW management facilities to address the public health and environmental issues resulting from the industry's THW stockpiles.

Technology Expositions

The Team participated in the Air and Waste Management Association (AWMA) Annual Conference in San Diego. TSSC also provided funding to MAI, a conference management firm that has supported US-AEP's involvement in past WEFTEC and AWMA conferences. MAI assisted with delegate registration and arranged one-on-one meetings between delegates and technology providers. There were over 190 one-on-one meetings arranged for approximately 55 Asian delegates and the delegates themselves scheduled a number of other meetings with technology providers.

The Operations Team

The Operations Team is composed of three teams: Communications, Partner and Field Support, and Results Monitoring and Reporting.

The Communications Team

The Communications Team's work focused on identifying and hiring a Public Relations Associate who will be housed in the TSSC office in Bangkok and preparing for the Air and Waste Management Association's Annual Conference and Exhibition.

Highlights of the Communication Team's work during the second quarter include the preparation and distribution of THE UPDATE; creation of a new US-AEP Program Brochure; and continued refinement of the US-AEP Exhibit Booth. In addition, the Communications Team continued to provide general publication, public relations, presentation development, and report production assistance to TSSC, USAID Management, US-AEP Country Managers, and select Partners.

The Partner and Field Support Team

The principal work of the Operations Team over the past three months involved the staffing of the Bangkok office and supporting the revision of the US-AEP Results Framework and reporting system. Additional activities centered on preparations for the Air and Waste Management Association's Annual Conference and Exhibition and modification of the US-AEP Calendar of Events.

The Results Monitoring and Reporting Team

The Results Team provided assistance in the development of a revised US-AEP Results Framework which will clarify and focus US-AEP's strategy. The Team participated in several

meetings to review and refine the new framework and agreement was achieved on a revised strategic objective, intermediate results, and sub-intermediate results.

In addition, the Team developed a guidance document for FY04 workplan development linked to the revised Results Framework.

The Finance and Administration Team

The Finance and Administration Team's efforts during this report period are highlighted by behind the scenes support of TSSC operations including systems management, grants management, invoicing and related financial operations, and various administrative activities.

Formal Opening of TSSC Regional Office in Bangkok

TSSC's Regional Office in Bangkok was formally open during the 2nd quarter of the year. Elaine Blatt, the new TSSC Chief of Party, took up her position in Bangkok in early May. Joining Elaine and Jeff Bowyer in the Bangkok office is John Wildgrube, who relocated to Bangkok in mid-April. He will provide support for TSSC information management systems in Bangkok and in the TSSC field offices. John also will assist in oversight of the desk officers and provide regional support for implementation of the new strategic framework and results reporting. In the next quarter, Lucy Howen and Mark Mason will join the TSSC Bangkok team and will serve as the Regional Desk Officers focusing on South Asia and Southeast Asia, respectively. Wesley Schwalje was selected to fill the communications position in Bangkok and will begin work in the TSSC offices in DC in mid-July. He will relocate to Bangkok in mid-August.

TSSC Office Opens in Hanoi, Vietnam

At the request of USAID, TSSC opened a support office in Hanoi headed by Stanford Smith, the Vietnam TSSC Country Program Coordinator. An administrative assistant will support Stanford. In addition to supporting the US-AEP Vietnam portfolio under the direction of Nathan Sage, Stanford will also oversee the daily work of consultant Madame Nhu, who will provide technical assistance to US-AEP Vietnam on activities related primarily to clean air.

US-AEP/USAID Semi-Annual Meeting in Washington DC

The US-AEP semi-annual meeting was held at TSSC facilities in Washington DC from June 30 – July 2, 2003. TSSC helped organize and facilitate the event, including assisting with the meeting agenda, arranging hotel logistics, conference room planning, one-on-one meeting planning, and meal arrangement. The meeting was an opportunity for 45+ representatives from US-AEP, USAID Missions, and relevant contractor organizations to discuss the US-AEP program.

KEY QUARTERLY ACTIVITIES

(Note: Suzanne Billharz, US-AEP Country Manager for Indonesia continues to be funded under TSSC. Due to her travel schedule for the months of June and July, she has been unable to provide input to this quarterly report. For information on US-AEP Indonesian activity please refer to the US-AEP monthly reports that Suzanne and Jim Woodcock submit directly to USAID.)

THE TECHICAL TEAM

Urban Sector

Improved Municipal Environmental Management

Philippines

League of Cities of the Philippines (LCP)

The Technical Team reviewed and submitted revisions to the Scope of Work developed by the International City/County Managers' Association (ICMA) to provide an organizational assessment of the LCP. The initiative was postponed to await results of a World Bank assessment due to be completed June 30, 2003.

Thailand

Municipal Best Practices

The Technical Team provided support to Jody Schubert and Manvita Baradi of ICMA during a return visit to finalize workplan activities that will use ICMA staff and resources. Accompanied by Jody and Manvita, the Technical Team met with the Department of Public Administration at Chulalongkorn University to discuss a project he is leading and which US-AEP intends to support called Local Government Initiatives in Thailand. This project involves selecting good local government management practices across Thailand and creating a network of active local governments. With ICMA funds, US-AEP will support a Train-the-Trainers activity in late July/early August and subsequently explore ways to support the activity longer-term.

Support to CityLinks Initiative

The Technical Team helped plan and facilitate the ICMA/CityLinks partnership between Portland and three Thai cities. The Team helped develop criteria for choosing cities and undertook an initial selection process in late May. Working with US-AEP Thailand's Deputy Director Khun Phansiri, the Team set up meetings and interviewed mayors from candidate cities. As a result, Chiang Mai, Khon Kaen, and Phuket were selected.

In June, a Portland team led by ICMA/CityLinks visited Thailand. During this visit, the Thailand Technical Team accompanied the Portland team members to Khon Kaen and Chiang Mai. The purpose of these trips was to identify areas of possible project collaboration. Additionally, the Team acted as both interpreter and facilitator at a concluding seminar in Chiang Mai to discuss areas of cooperation between Portland and the Thai cities. They signed an MOU to commit to working together over the next two years.

Regional

Mayors' Asia-Pacific Environmental Summit (MAPES) Conference Planning

TSSC continues to represent US-AEP in discussions with the City of Honolulu, EPA, and ADB with regards to the agenda and technical sessions of MAPES 2003. In early May, the summit was postponed until late September due to the SARS outbreak. Planning for the event resumed again in late June. The Technical Team, led by Jeff Bowyer, continues to develop sessions and find speakers for the air track as well as provide input for the solid waste and water tracks. The Team has enlisted the support of the Clean Air Initiative for the air track. The Team has also interacted regularly with US-AEP Country Managers to ensure that their input is incorporated into the program agenda.

Improved Air Quality

India

Indonesia – India Study Tour

The US-AEP Indonesia office asked TSSC to organize an exchange for a group of Indonesian air quality professionals to New Delhi, India to gain information on air pollution mitigation efforts and, in particular, to learn from the Compressed Natural Gas (CNG) Program implementation in Delhi. The Indonesian delegation will consist of representatives from the “Partnership for Clean Air,” the Ministry of Environment, Ministry of Transport/Communication, Ministry of Energy and Mineral Resources, and the City of Jakarta Environment Department, in addition to key individuals from the private and NGO sectors. They will discuss India’s experience with the technical and financial feasibility of CNG and LPG retrofits for buses, taxis, and three-wheelers and will also like to know about India’s experience in phasing out lead from gasoline, improving fuel quality, and inspection and maintenance.

The group plans to travel to India July 6-12, 2003 and participate in the International Conference and Exposition on Inspection and Certification in Agra on July 9-11, 2003. The conference is organized by SIAM and supported by the Clean Technology Initiative project of USAID/India. TSSC is making logistic arrangements, arranging meetings with the Ministry of Petroleum and Natural Gas, the Ministry of Road, Transportation and Highways, the Government of NCT of Delhi, SIAM, the Centre for Science and Environment and other key players, as well as arranging site visits of CNG stations for the delegation.

Philippines

Partnership for Clean Air (PCA)

The Technical Team attended a PCA donor’s meeting for an update on PCA’s evolving role as a foundation and project implementer. US-AEP supported PCA in its initial role as coordinator and facilitator of clean air activities and is considering opportunities to continue support.

Tricycle Emissions

In response to a request from the US-AEP Philippines Country Manager, the Team developed a proposal idea for a tricycle emissions project in partnership with a California firm. The Team also attended two conferences on tricycle and transport emissions.

Sri Lanka*Vehicle Emissions/Air Quality Assistance*

The Technical Team started planning a study tour in Bangkok for a group from Sri Lanka to learn about the city's training program on inspection and maintenance. Since 1997, the Thailand Pollution Control Department (PCD) has been providing two types of training: one for private garages on proper emissions testing and tune-up; and the other for police and the Land Transport Department regarding on-site inspections. With input from the PCD, US-AEP Thailand will organize this trip for staff of the Sri Lankan Motor Traffic Commissioners Department to learn about this program.

Thailand*Diesel Pollution Reduction Strategies in Bangkok*

As part of the Clean Air Initiative and the Pollution Control Department's efforts to reduce pollution from diesel vehicles, TSSC is providing STTA relating to the development of city-specific databases of vehicular diesel emissions, analysis of policy and technical options to reduce diesel emissions, and the development of action plans. Independent consultant Mr. Phil Sayeg has been approved to serve in this technical capacity with work expected to begin in late July.

Chiang Mai Air Initiatives

Following preparation and planning in the last quarter, The Technical Team helped organize two workshops in Chiang Mai in June. The first workshop, led by Rick Ruvolo (Clean Air Program Manager for the City of San Francisco), focused on implementing a Green Vehicles program based on the experience of San Francisco in improving the management of their fleets. The second workshop, led by the American Lung Association's Communications Director Linda Weiner, involved a discussion on the various strategies used by social marketers to persuade target audiences to change their attitudes or behaviors on certain issues.

The purpose of the Green Vehicles workshop was to get the two target organizations – Chiang Mai Municipality and Chiang Mai University (with a combined fleet of about 320 vehicles) – to understand how to implement such a program, with the expected benefits of energy saving, lowered costs associated with vehicle uses, lowered vehicular emissions, and improved air quality. About 40 participants attended the workshop from 16 agencies, including the Municipality, local universities, traffic police, land transport authorities, regional environmental office, and the U.S. Consul in Chiang Mai. At the end of the workshop, both organizations had devised draft policies and strategies for the project implementation. A working committee will be set up later to refine the strategies, delegate responsibilities and implement the strategies. At the end of the day, Chiang Mai Municipality and CM University, along with the U.S. Consul in Chiang Mai, jointly held a press conference to announce the project.

The Social Marketing workshop was attended by about 20 participants, mostly members of the Working Group on Education & Public Relations, a task force under the non-regulatory Chiang Mai Air Quality Advisory Council. Many participants showed interest in the strategies as they were customized to meet the work being done by the working group. The working group members discussed the possibility of applying the methodology learned workshop to their ongoing campaign to reduce vehicular emissions in Chiang Mai.

The Technical Team is following up on both workshops. A possible trip to San Francisco is likely to occur later in the year to bring over key people from Chiang Mai to advance the Green Vehicles and Social Marketing initiatives.

Regional

Clean Air Initiative

In June, the Technical Team attended the Executive Committee meeting of the Clean Air Initiative for Asian Cities (CAI-Asia) in order to share and gather information that might lead to future collaborations between US-AEP and CAI. During side meetings, the Team discussed three such opportunities. First, the support of CAI was secured to help organize, and possibly facilitate, the MAPES 2003 air track. Second, a proposed ADB project was discussed that would support six to eight Asian cities/networks in strengthening their air quality management plans and would be implemented jointly between the ADB, US-AEP, and the EPA's Integrated Environmental Strategies project. This proposal is still being considered by US-AEP and USEPA. Third, the possibility of TSSC support for the Diesel Pollution Reduction Strategies project in Bangkok was discussed, something that came to fruition in the ensuing weeks. Such collaboration with CAI-Asia is intended to bolster air-related activities in the individual countries, an effort in which the TSSC is also integrally involved.

More Effective Solid Waste Management

India

Municipal Solid Waste (MSW) Management Workshop in Mumbai, May 2003

In May, TSSC personnel provided assistance to All India Institute of Local Self Government (AIILSG) in their implementation of a TSSC grant that involved the conducting of a MSW Management Workshop. The objective of this workshop was to provide techno-commercial knowledge on municipal solid waste management while encouraging city managers to prepare plans of action for managing municipal solid waste in their cities. The workshop was attended by the Deputy Chief Minister of Maharashtra, the U.S. Consul General, US-AEP's India Country Director, the State Minister for Urban Development, six senior Secretaries from the Government of Maharashtra (GOM), thirty-nine mayors from Class I cities from Maharashtra, five mayors from Gujarat and Rajasthan, and eighty City Managers and Chief Engineers of forty Class I cities in Maharashtra. More than 150 attendees were present for the inauguration and more than 100 attendees were present for the technical sessions.

The workshop resulted in AIILSG and US-AEP forming a task force to draft policy reforms for MSW management in Maharashtra that was presented to the Deputy Chief Minister at the end of the workshop. A \$2.5 million grant was given by the GOM to AIILSG during the workshop to continue their efforts in this field. To encourage the municipalities, the GOM also awarded checks of Rs. 1 million each to Kalyan-Dombivli and Navi Mumbai Municipal Corporation for office computerization. The task force formed under this USAEP/AIILSG project interacted with the session speakers and took their inputs on "what needs to be changed / addressed" for effective implementation of MSW projects. AIILSG and US-AEP will work to prioritize and address these issues.

Philippines*Building Design Manual for Ecological Solid Waste Management (EWSM)*

TSSC worked with Solid Waste Management of the Philippines, Ayala Foundation Inc. and United Architects of the Philippines to organize a Stakeholders' Roundtable in May to solicit feedback on the draft manual prior to final publication. In June, the Team met with these partners to finalize activities for the launching of the Design Manual scheduled for August. The manual provides technical information for incorporating solid waste management design in buildings as well as material recovery facility design for small communities.

Thailand*Municipal Solid Waste Benchmarking Study*

TSSC worked closely with Khon Kaen University, a TSSC grantee, to conduct a final analysis of the solid waste benchmarking data from thirteen Thai cities and to complete the report. The report will serve as the basis for much of the World Bank's Environmental Monitor 2003, which will focus on solid and hazardous waste management.

Improved Water ManagementPhilippines*Organizational and Capacity Strengthening of the Federation of River Basin Councils in the Laguna de Bay Region*

The Technical Team and the US-AEP Country Manager met with Laguna Lake Development Authority (LLDA) personnel and representatives of the twenty-four river councils of LLDA. The councils are seeking ways to build capacity and incorporate approaches to involve citizens and local government in efforts to clean the rivers that flow into Laguna Lake.

Alliance to Save Energy (ASE)

The Technical Team provided logistical support to USAID and ASE to convene meetings in May 2003 to discuss potential partnership activities around ASE's Watergy program aimed at providing energy efficient municipal water delivery systems. Participants included USAID, ASE, Local Water Utility Administration, Metropolitan Waterworks and Sewerage System, Manila Water Company, Philippine Association of Water Districts, World Water, International Institute for Energy Conservation, and the Department of Energy.

Iloilo River Development Master Plan

The Technical Team participated in a meeting to discuss coordination of the Iloilo River Development Master Plan with USAID's Integrated Water Resource Alliance project in Iloilo and Naga City.

Thailand*Tha Chin River Basin Restoration Project (Phase II)*

Following on the successful signed agreements by the governors and the civic groups of the Tha Chin River provinces last year, US-AEP Thailand decided to apply for grant money from the Council of State Governments (CSG) to continue support during the second phase of activities. The Technical Team assisted in planning and facilitating the discussions on the Phase II activities among the Thai partners, including the Pollution Control Department, Regional Environmental Office 5, NGOs, and Mahidol University. The results of the discussions were used in writing the CSG grant application.

Other Urban Activities:

India

Eco-Housing Project May –June 2003

The TSSC team provided assistance to grantee IEA in preparation of an Eco-Housing Workshop, including assistance in identifying appropriate speakers. Awareness and training programs were also held in Ahmedabad, Vadodara, and Pune in June. On average, 200 people attended each of the four workshops. At the Pune workshop, Mr. Sanjay Kumar, Municipal Commissioner of Pune agreed to give land for the demo project in Pune. Various architects and developers approached US-AEP during all these workshops to express their keen desire to contribute towards the efforts of the Eco-Housing project. This experience allowed the US-AEP/USAID team to reach out to about 1000 new contacts from entirely new fields. After the successful completion of these workshops, TSSC is assisting US-AEP in the compilation of historical data and best practices; baseline and benchmarking studies; roundtable discussions on each of the focus areas; formation of the core team; and development of the demo project in Pune.

Community-Based ECO WATCH GROUP for Darjeeling

Eco Watch Group (EWG) is a community-based voluntary action group aimed at protecting and improving the environment in Darjeeling. To determine the extent of collaboration between EWG and US-AEP, US-AEP India representatives and the TSSC Technical Team visited Darjeeling and met with the different local authorities and non-government organizations to discuss the implementation of the EWG project. After much deliberation, US-AEP India and the Team decided to appoint the Federation of Societies for Environment Protection (FOSEP), a reputed federation of local NGOs in Darjeeling, to act as the lead coordinator for this project and provide assistance and inputs for EWG to function effectively. In support of this effort, TSSC staff additionally provided assistance to FOSEP in their development of a grant proposal that will focus on EWG's launch and initial year's activities.

Thailand

Net Metering Project

The Technical Team coordinated with a specialist on renewable energy to develop a Thailand Net Metering proposal for funding using short-term technical assistance funds. This project will provide technical and strategic support to Thai entrepreneurs and communities that have the interest and resources to make clean electricity. The project also engages key divisions of Thai electric utilities to encourage competency, confidence, and transparency regarding connection of these sources to the grid. The formal request will be submitted next quarter and may eventually lead to a longer-term grant activity next fiscal year.

Industry Sector

Promotion of Eco-Industrial Development (EID)

Vietnam

Expanding Partnerships for EID

The Technical Team conducted a conference call with Mr. Jay Roop, an environmental specialist in Hanoi who is working on a World Bank project for the restructuring of three state-owned corporations, one of which is Vinatex (a company that is involved with US-AEP's Industrial Zones project). He and US-AEP Vietnam had discussed the possibility of coordinating projects to leverage limited resources. Mr. Roop also informed TSSC that a firm from Holland received funding to build a wastewater treatment plant at a Vinatex facility that is moving to Pho Noi Industrial Zone. US-AEP has been providing assistance to the Ministry of Industry in their efforts to "green" Pho Noi Industrial Zone. TSSC will follow-up on this information to determine if the treatment facility will be, in fact, constructed. During the call, Mr. Roop provided an overview of his work and the Team provided background on the US-AEP EID project and the EID management plan. In July, a meeting with MOI is planned to assist them in prioritizing their EID activities as discussed by TSSC over the past year and to design ways that MOI and US-AEP can work effectively.

Regional

Planning for Vietnamese Delegation Travel to Thailand

Initial discussions were held between the US-AEP Vietnam Deputy Country Manager, US-AEP Thailand, and the Technical Team to map out potential learning opportunities, sites to visit, and dates for the exchange. The exchange was postponed to late summer/early fall due to SARS-related travel restrictions imposed for Vietnam by the World Health Organization. It was determined that it would be beneficial to work with GTZ, the German donor organization that has worked extensively with the Industrial Estates Authority of Thailand. The travelers will be primarily technical staff from the Vietnamese Ministry of Industry, the state-owned textile company Vinatex, another industry likely to be sited on Industrial Zones, the Industrial Zone Authority, and local authorities from near Ho Chi Minh City and near the new Pho Noi Industrial Zone. An initial list of potential workshop topics was generated, to be further expanded in a July meeting with GTZ.

EIE Asia Network Collaboration

TSSC held discussions with GTZ and Asian organizers of the newly created Eco-Industrial Estates Asia (EIE-Asia) Network to discuss possible collaborations between EIE-Asia and US-AEP. TSSC will continue to network with this organization whose mission is to promote EID concepts and best practices throughout Asia. EIE-Asia is planning to host a Regional Conference in Bangkok in February 2004 and will be formally soliciting US-AEP's support in the months to come.

Improved Corporate Environmental ManagementIndia*June 2003 DMRC Study Tour to Thailand and Malaysia*

The Technical Team worked with US-AEP India to coordinate the Delhi Metro Railway Cooperation (DMRC) study tour to Bangkok and Malaysia and to coordinate meetings with the Bangkok Transit Authority and Malaysian Transit Authority in Kuala Lumpur. This was done through the support of Mr. David Race and Mr. Peter Gillien from The Louis Berger Bangkok office. The purpose of the study tour is to show DMRC officials how these two systems (developed by U.S. companies) are managing environmental issues while operating a transit system. They also learned about developing and managing environmental management systems during the construction stage that would help them comply with environmental mandates and improve business performance. In addition, the Team is bringing Ajay Singh from the New York City Transit Authority to help DMRC in the design and development of a model Green Station in August/September 2003.

Philippines*Supply Chain Management*

The Technical Team participated in Executive Briefings in Manila and Cebu for the Philippine Business for Social Progress Greening the Supply Chain initiative. The Team reviewed the training module and participated in the Advisory Committee's final review of the module. The Team will make a presentation at the first training scheduled for July.

Promotion of the Global Reporting Initiative

The Technical Team reviewed the Philippine Business for Social Progress (PBSP) proposal on GRI promotion in the Philippines. The project is currently postponed until further discussion and review between the Program Manager and PBSP. The Team also provided logistical support to Sean Gilbert of GRI during his visit to Manila in May 2003. The Team arranged meetings for Mr. Gilbert and USAID, US-AEP, the Asian Development Bank, PBSP, the Philippine Institute of Certified Public Accountants, United Nations Development Program, the Philippine Business for the Environment, Mirant Philippines, Nestle Philippines, and the Department of Trade and Industry.

Thailand*Greening the Supply Chain*

TSSC continues to support a variety of supply chain management activities in the region. The Team in the Philippines developed the conceptual framework of Greening the Supply Chain there and brought the initiative to Thailand by going through a selection process of organizations with which to work. TEI was selected and they have submitted a project proposal for review by

the Team. Revisions have been made and a meeting of TEI and the Team is scheduled in July to reach agreement on details before proceeding into implementation.

Green Hotels

The Technical Team helped develop a CSG grant proposal for an activity that, if funded, will improve the energy efficiency and environmental management of Thai hotels. The Team met a number of times with the Thai partner, the Energy Efficiency Development Association, and coordinated closely with the main U.S. partner the Oregon Office of Energy. As a result of the Team's assistance, the proposal was changed to better address the unique challenges of promoting commercial energy efficiency in Thailand.

Vietnam

Responsible Care (RC)

The Team provided materials on all RC Codes of Management Practices to VINACHEM staff. An RC forum in Ho Chi Minh City is planned in July with Bayer Hong Kong.

Improved Corporate Environmental Reporting

Regional

GRI Regional Project Planning

The planned meeting of multiplier organizations from the three project countries was postponed twice, once due to the transitions within the GRI organization (it became a free-standing NGO instead of part of another NGO) and then due to the travel concerns regarding SARS. It was decided, rather than bring the three organizations together in one place for a planning meeting, that each would need to have its own planning meeting.

Mr. Sean Gilbert of the GRI organization met with the Technical Team in Bangkok to provide an update on the status of changes within the organization and to brainstorm possible ways to work together in the future. The UNEP office in Bangkok is considering funding some GRI work in Asia, so it may be possible to partner with them in the future.

Work with Multiplier Organizations

Work on the grant proposal submitted by Philippine Business for Social Progress was halted at the request of the US-AEP Philippines Country Manager, who felt that businesses there were not ready for GRI reporting. Work on the proposal from India's Development Alternatives continued with revisions and updates, while planning continued for their workshop design meeting expected to take place in July. The Thai organization is still working on its draft proposal.

The Thai GRI multiplier organization from Chulalongkorn University, headed by Dr. Somporn, held its workshop design session during the May visit of Sean Gilbert of GRI. The meeting was hosted by the Federation of Thai Industries and chaired by Mr. Bundit, who works for a Thai company and serves on the GRI Stakeholders Council and is active in Responsible Care Thailand. Participants included companies, NGOs, the Technical Team and Mr. Gilbert. The group discussed GRI updates, the reporting status of Thai companies, the US-AEP project overview and the specifics of the first workshop design. It was estimated that the workshop would occur in August or September.

Improved Industrial Energy Management

India

Energy Wise India (EWI)

Although EWI is a separate US-AEP program, the Technical Team has been involved in its support. The Team provides managerial and technical oversight and input to the program and recently provided support for four workshops held in late May – early June 2003. Additionally, the Team has provided substantial assistance into the planning and implementation of numerous meetings with key Indian government and private sector partners.

Policy, Trade, and International Cooperation Sector

Reprogramming ESF, Funding the ASEAN Cooperation Plan (ACP)

Implementation of the initial group of programs funded under the ACP continued during this quarter. A draft budget decision memo for the remaining \$1.5 million in FY02 ESF available for the ACP is currently being cleared by State/EAP budget staff. Several inter-agency meetings and conversations with ANE staff took place on detailed budget issues involving which agency will oversee projects and what expenses can be obligated this year, etc.

Coordination Issues

Annual Summary of USG Support for ASEAN

The annual summary of USAID support to ASEAN countries and the region was completed and sent to Cheryl Anderson in ANE for clearance. The paper was used during Secretary Powell's trip to the annual ASEAN ministerial meetings in Phnom Penh in June. Total development assistance from USAID programs in ASEAN continues to grow: funding for programs totaled well over \$256 million in FY03. The actual figure is higher, but funding for activities in ASEAN countries sometimes cannot be determined from broader regional programs by the Budget Justification to Congress, the source of the regional information. The State Department has identified a total of more than \$429 million in USG development assistance projects in ASEAN in 2003. This figure will grow as information becomes available from more agencies.

Mekong River Commission

A meeting took place with Ted Osius, the Regional Environment Officer based in the Embassy in Bangkok. The possibility of programs under the ACP was discussed with the Mekong River Commission, which includes a subset of ASEAN members. Osius praised US-AEP's work with the Mekong River Commission, and hoped to do similar work with other USG programs, like the ACP.

Other Issues

Counter Terrorism

The two ACP activities supporting counter-terrorism efforts, the disaster response and cyber crime projects, are being managed by ANE. These are of interest because the senior USG official on international counter terrorism, Ambassador Cofer Black, met with ASEAN officials in Hanoi in June. As ASEAN liaison, TSSC staff conducted meetings with Ambassador Black's staff and State/EAP to discuss possible new projects. Ambassador Black discussed current activities and others under development under the ACP when he meets his ASEAN counterparts. These activities were also discussed the following week during the Secretary's meetings with ASEAN ministers.

Technology Cooperation Sector

Use of Technology Transfer as a Cross Cutting Discipline Effecting Air, Water, and Solid/Hazardous Waste Management

India

The Ganga River Basin Restoration

The National Rivers Conservation Directorate (NRCD) of India's Ministry of Environment and Forests (MOEF) has expressed an interest to have Oswald Green LLC demonstrate their Advanced Integrated Water Ponding System on the Gomti River near Lucknow. The Technical Team, as requested by US-AEP India, discussed this potential project with principals of Oswald Green.

Appropriate Technology for Water and Waste Water Treatment

US-AEP India asked TSSC to work with Clean-Flo of Minnesota to help them follow up on interest in their technology by Indian States and Municipalities. The results of a study by the Municipal Corporation of Greater Mumbai before and after Clean-Flo's treatment of Pohai Lake give a good indication of the effectiveness of this technology under Indian conditions. The Team arranged for Clean-Flo to give a presentation and conduct a site visit for an official from the state, named Andra Pradesh, who was in the U.S. on other business. The Team will continue to keep Clean-Flo's eye focused on opportunities for their excellent technology in US-AEP countries.

In addition, TSSC responded to US-AEP India's request to facilitate collaboration between Ramky Engineering India and Masada Corporation of New Orleans, LA. TSSC contacted Masada and stimulated their interest in working with US-AEP. Masada has a newly developed approach to waste management which generates energy as a bi-product of waste treatment. US-AEP India will be sending delegates to visit Masada as a part of a study tour later this year.

Municipal Waste Water Treatment

The Team is working with US-AEP India and officials from the Indian state of Karnataka to identify appropriate technologies for municipal waste water treatment. Several candidates systems have been found. TSSC arranged a site visit for two Karnataka officials, who were visiting the U.S., to tour a Zenon plant in Southern California. They expressed strong interest in Zenon's efficient small foot print systems.

Bhopal Lake Clean-Up

As requested by US-AEP India, the Team evaluated a proposal from PRECIP Corporation of Montgomery, AL for clean up of a lake and water from slum settlements in the city of Bhopal.

Medical Waste Symposium

TSSC facilitated US-AEP India's Medical Waste event in Calcutta. Representatives from the Indian Chamber of Commerce and the West Bengal Pollution Control Board as well as local hospitals attended the program. Representatives of U.S. medical waste remediation technologies and various Indian experts who have participated in U.S. medical waste study tours spoke and showcased technologies that have proved effective. The follow up objective is to select a particular technology from among those showcased and use a CSG grant to fund a pilot demonstration project at a local hospital over several months. The process of choosing appropriate demonstration candidates is currently under way.

Inspection and Certification

US-AEP India has impressed upon the World Bank India the importance of Inspection and Certification (I&C) for in-service vehicles. There is substantial scope for technology transfer in this area and the Technical Team and US-AEP India are in communication with the largest American producer of instrumentation for vehicle inspection, Mustang Dynamonitors Inc., which is also familiar with local conditions and interested in addressing the problem. US-AEP India activities to promote I&C have taken place in Mumbai and Delhi and upcoming activities are planned to build upon past foundations. The World Bank attention promises to bring funding into the game, which is much needed to build the inspection station infrastructure. In Delhi, land is promised by the local authority for five stations. Collaborative work between the World Bank and US-AEP to insure the rewriting of legislation requiring the inspection of privately owned vehicles as well as commercial vehicles is also underway. The issue of privatization of the stations is under consideration as well.

Hydropower

TSSC worked with US-AEP India and the U.S. Hydropower Association to promote small and medium size water power projects in India. The Team met with a delegation from Uttar Pradesh (UP) led by the Chief Minister and discussed renewable power generation from water sources. The Team also met with officials from the Energy Committee of the Indian Association of Chamber of Commerce (Assocham) and several businessmen who wish to work with the UP government and others in Northern India. The Team's suggestion that an MOU be signed between Assocham and U.S. Hydropower was welcomed by both sides and a draft is being prepared.

Environmental Technology Transfer Opportunities Program

The Team facilitated a follow-up visit to Calcutta for Lon Loken of Thermo Electron of Massachusetts. Thermo produces air quality monitoring instrumentation packages. Thermo Electron has made arrangements with Chemtrols of Calcutta to follow up on leads coming out of their visit to help Thermo engage in India's promising air quality monitoring market.

India/Indonesia - Air Quality and Vehicle Pollution Management

The Team brokered a connection between US-AEP's Indonesian and Indian offices and the Center for Science and Environment (CSE) to collaborate on the issue of clean vehicle fuels. US-AEP Indonesia is very interested in New Delhi's example in mandating the use of Compressed Natural Gas (CNG) for commercial transportation vehicles in the city. Effective and simple technologies for vehicle conversion are required to implement a program in Indonesia such as the program in Delhi. Safety issues are critical as well and call for training programs. Fueling infrastructure is another large issue that requires cost effective technology and a careful implementation approach. US-AEP Indonesia has identified delegates to visit India and preparations for the exchange are well under way.

India/Sri Lanka- Hydrogen as Fuel

The Technical Team supported US-AEP India in its efforts to gain a grant for the introduction of hydrogen to be used as a fuel in a pilot project in India. The Team met with the American technology provider to work on the proposal and to discuss the appropriate approach on a number of occasions. The Team also discussed this concept with other US-AEP Country Managers. US-AEP Sri Lanka was most interested to be included in following the Indian developments.

Philippines*Toxic and Hazardous Waste Management Certificate Program*

The Technology Cooperation Team prepared the US-EPA application forms and narrative for the Toxic/Hazardous Waste Certificate Program and forwarded signed forms to Carolyn Barley of the USEPA. The program has been approved and is scheduled to begin in September 2003.

Persistent Organic Pollutants Program

The Team provided support to DENR, USEPA, and the Fertilizer and Agriculture Organization (FAO) in the conduct of the obsolete pesticide inventory workshop in May 2003. The Team served as the point of contact for workshop resource persons Mark Davis of FAO and Janice Jensen of USEPA. The Team also accompanied Ms. Jensen during the preliminary site visit to Dupont Philippines to determine its suitability for conducting a mock obsolete pesticide inventory.

Toxic and Hazardous Wastes (THW) Study Tour

The Team prepared a proposal for a THW study tour currently undergoing review by the US-AEP Country Manager. The study tour aims to support DENR's THW management program and promote private investments in THW management facilities to address the public health and environmental issues resulting from industry's stockpiled THW.

Sri Lanka*Potable Water Technology*

US-AEP Sri Lanka was looking for a low cost technology that could provide potable drinking water from brackish or otherwise non-potable water. The Team identified GEA Engineering, PC, which specializes in large sewage treatment plants and has developed a small-scale RO system manually driven by a stationary bicycle set up. US-AEP India is aware of these developments and is expressing interest as well.

Clean Energy, Energy Efficiency

The Team facilitated communication between US-AEP Sri Lanka, India, and the Philippines pertaining to renewable energy. US-AEP Sri Lanka has identified South West Wind Power (SWWP) and U.S. manufacturer Unisolar to work on a rural development project. Consequent to US-AEP's program for SWWP in Sri Lanka, US-AEP India and Philippines asked SSWP to visit their countries while they are in the region. SWWP is in the process of finalizing an arrangement with Excide of Calcutta to represent them in India and US-AEP India is interested in taking advantage of SWWP's presence to conclude this arrangement. The potential for small scale distributed power in Eastern India is significant. In the Philippines there is potential for SWWP to compliment the USAID Mission's rural electrification activities using US-AEP Philippines Technology Transfer mechanism and leveraging SWWPs regional visit.

Technology Expositions

US-AEP-EcoLinks Cooperation

The Technical Team and EcoLinks will be working together at the Water Environment Federations Annual Convention and Exposition in October 2003.

Air and Waste Management Association Conference and Exposition (AWMA)

In June, the Team participated at AWMA in San Diego. MAI, a conference management firm that has supported US-AEP's involvement in past WEFTEC and AWMA conferences, assisted US-AEP with delegate registration and arranged one-on-one meetings between delegates and technology providers. The US-AEP booth on the expo floor was positioned in front of the US-AEP visitor's center where one-on-one meetings and other presentations took place. Delegates from all US-AEP presence countries except Sri Lanka took part in the event. There were over 190 one-on-one meetings arranged for approximately 55 Asian delegates and a number of other meetings were held by the delegates themselves with technology providers. At least one known transaction took place involving the purchase of air quality monitoring instrumentation by an Indian delegate. The Team in the Philippines also proposed and screened candidates (four fully funded, sixteen self-funded) to the Conference and provided logistical support and coordination with the US-AEP Country Manager and IIE.

Partnership Development

Support to Department of State's Bureau of Oceans, Environment, and Science (OES)

OES asked the Technical Team to participate as a member of a working group to support Under Secretary of State Dobrianski and her initiative to develop the Inter-governmental Indo-U.S. Scientific Forum. The Team prepared two papers for the senior delegation led by Assistant Secretary of State John Turner. The Team staffed inter-agency coordination of the papers for OES. The papers dealt with Indian trade barriers to U.S. environmental technology and Indo-U.S. cooperation on hydrogen fuel development.

The Asia Foundation (TAF)

The Team initiated a dialogue with TAF in regards to expanding their Civil Society Program in US-AEP countries. Now that TAF has renewed its activities in India they are interested in increasing the number of projects and the amount of money they are investing from their initial opening. Potential areas for exploration include the issues of governance, clean renewable energy, cross boundary collaborations, women's empowerment, and waste and water remediation. TAF is making arrangements for the Team to meet with Washington, D.C.

representatives in this regard. They are pleased with the first two projects they are conducting, the Clean Ganga program in Varanasi and The Jal Bhagirathi Water Harvesting program in Rajasthan.

Brooklyn College—CUNY

US-AEP India asked TSSC to assist Brooklyn College with its efforts to organize a conference in Southern India on treatment of waste water from tannery and textile dye industries. US-AEP is leveraging the effort, which is funded by the State Department. Brooklyn College is looking for expert speakers and the Team arranged for USEPA experts to participate in the conference within the context of their collaborations in India. The Team also helped the organizers with the venue.

Asian Development Bank (ADB)

The Team initiated discussions with ADB's representative in Washington, Karti Sandilya, to discuss water restoration projects where US-AEP could provide technical assistance. Karti advised a case in point is water body restoration of the Yamuna River in the Indian State of Uttar Pradesh. The Yamuna runs through Delhi and South through the city and tourist center of Agra. ADB is interested in the development of the Delhi Agra corridor and the polluted Yamuna is a big problem. The river is a key piece of the huge Taj Mahal tourist attraction in Agra, the development of which is the center piece of the regions development as seen by both the Indian Government and the ADB. Karti is very interested in working with US-AEP on a Yamuna River restoration.

Black Smith's Institute

The Team worked with Richard Fuller, President of the Black Smith's Institute (BSI), to develop a relationship between his institution and US-AEP. Fuller is interested in carrying their campaign to clean up developing countries' toxic sites into India. The Team introduced BSI to US-AEP India and the Indian NGO Toxic Links/SRISTI. US-AEP India has a good relationship with SRISTI and liked the idea of working on toxic sites with BSI. BSI was advised to submit a proposal to the Team to cost share a toxic site clean-up activity with US-AEP India and Toxic Links/SRISTI. The Team guided BSI through a series of draft proposal submissions to be sure that it conformed to US-AEP India's expectations and with USAID standards.

Council of State Governments (CSG) Proposal Review Board

The Technical Team assisted in the study and evaluation of a number of proposals for consideration under the CSG's Immediate Response Grant and State Environmental Initiative grant mechanisms. TSSC staff additionally provided written and oral technical comments to the 13 Environmental Partnership Grants that CSG was considering for funding.

Sandia National Laboratory

The Team initiated a dialogue with Dr. David Betsill of Sandia on the possibility of collaboration to deal with environmental issues. Sandia is interested in addressing water problems and engaging in dispute resolution of environmental disputes. Sandia is interested in working with US-AEP. However, it will be important to find what resources Sandia can bring to bear aside from staff time.

Indo-U.S. Parliamentary Forum

The Team participated in a conference to address common areas for Indo-U.S. collaboration sponsored by the Indo-U.S. Business Council and the Federation of Indian Chamber of Commerce and Industry. Several Indian Members of Parliament and several American Congressmen addressed the conference. The Team was able to cite environmental cooperation as an excellent example of on going Indo-U.S. collaboration.

Tennessee Valley Authority (TVA)

The Team initiated dialogue with TVA regarding potential partnership arrangements with US-AEP. The TVA Green Power Manager is interested in opportunities for collaboration.

Ministry of Environment and Forests – U.S. Department of Energy

The Team, as requested by the U.S. Department of Energy, arranged for them to meet with the Indian Minister of Environment and Forests who was visiting Washington, DC.

Other Activities*April 2003 Strategy Planning Meeting*

In April 2003, the TSSC India Technical Team organized a Strategy Planning meeting with US-AEP project management staff in New Delhi. The objective of this meeting was to review and assess the progress on the FY03 India workplan and non-workplan activities, to identify program results, and to target future opportunities. The US-AEP India program was also reviewed in the context of its relationship with the USAID mission program and in light of conclusions drawn at the US-AEP Bangkok Meeting. This meeting provided an opportunity to analyze specific program activities and results in the framework of US-AEP India and USAID Indian Mission's objectives. The interaction was useful to assess US-AEP's progress since the transition to USAID, to identify program strengths and weaknesses, and to develop conclusions on US-AEP India's intended future strategic focus. This was an interactive meeting that served as a tool to refine the US-AEP India strategy before entering into the FY04 work planning process. All four regions and Urban Environmental Infrastructure Representative presented a status of activities and the budget. The attendees were Jim Stein, Kristen Easter, Subrata Majumdar, Harinakshi Desai, Ritika Sawhney, Ayesha Gideon, Nutan Zarapkar, Suneel Parasnis, Arup Mitra, Balakrishnan, Joseph Ravikumar, and P.U. Asnani.

FY04 Workplan

The Technical Team is actively assisting and supporting in the preparation of US-AEP India's FY04 Workplan. In the planning process meeting for FY04 Workplan meeting it was decided that Nutan will assist the Technical Team on the technical content of the workplan activities. The Team will follow-up with the Project Managers individually on activities sharing this with US-AEP India regularly. The Team will compile the actual plan under US-AEP India's guidance.

THE OPERATIONS TEAM

Communications Team

Personnel Changes/Miscellaneous Activities

During this quarter, candidates for the Communication Team's Public Relations Associate in Bangkok were identified and interviewed. Wesley Schwalje, who has a background in Communications, including public relations and field work, was selected and offered the position. A draft Scope of Work for the new Communications Team has been developed and reviewed with TSSC and USAID management as well as with the Country Program Managers. The Scope will be finalized once Wesley begins work in mid-July.

Development and Production of Information Materials on the US-AEP Program

The Communications Team updated the US-AEP general brochure for use at the Air and Waste Management Association's Annual Conference and Exhibition (AWMA), with guidance from USAID. The Team was instructed to wait until US-AEP's new Strategic Framework is developed before continuing any plans for the development of a new US-AEP brochure and country brochures. The temporary brochure reflects elements of the new Framework (i.e. it describes the program in terms of benefits to specific media as opposed to program area).

The Communications Team assisted in the development of two flyers for use before and during the AWMA conference. The flyers advertised US-AEP's presence at the conference and invited exhibitors to visit the US-AEP exhibit booth and set up one-on-one meetings with the Asian delegates. Also in support of AWMA, the Team assisted in the compilation of and edited two papers for ETNA: Factsheet on Vehicle Air Pollution: Fuel Quality and Factsheet on Vehicle Air Pollution: Retrofit Emission Control Technologies. The Team participated in designing the layout of the papers, identifying possible graphics, and having them printed in time for shipment to AWMA.

Production of the US-AEP Newsletter (THE UPDATE)

The Communications Team developed and distributed the second issue of THE UPDATE, dated April 9, 2003 and prepared for publication the third issue.

Maintenance of the US-AEP Website

The Team continued to update the website as necessary, as well as that of Energy Wise India. Recent changes include addition of the CSG SEI II Call for Proposals announcement. Once the new Strategic Framework has been announced, the Team will complete the site's content overhaul.

Utilization of Public Communications Media (Public Relations) to Promote US-AEP

The Communications Team edited a press release for the Vietnam Nike Leather Recycling project, which had been prepared by one of the project's key participants. The release was forwarded to the Vietnam Country Program Manager for approval.

Identification and Support of Key Public Events for US-AEP Outreach

The Team worked with the Operations Team, ETNA and contractors to prepare for and participate in AWMA's Annual Conference and Exhibition in San Diego. These preparations included honing the effectiveness of the exhibit booth through new graphics (both text and pictures); working with vendors to arrange for signage at the exhibition hall; and assisting in the preparation of materials to be handed out at the booth and to delegates. At the conference, the Team helped put up and take down the exhibit booth; explain US-AEP to visitors to the booth; and when necessary, helped organize the Asian delegates visiting the conference.

The Team attended an initial planning meeting in June for the Water Environment Federation's Annual Conference and Exhibition, which will be held in Los Angeles, CA in October.

In preparation for US-AEP's Mid-Year Partners' Meeting, the Team helped compile two sets of binders for meeting participants. The Team also assisted in creating and scheduling one-on-one meetings with US-AEP Country Program Managers and all Partners interested in meeting with them.

Production of a US-AEP Program Review/Brochure

The Communications Team was instructed by USAID Management to suspend plans for any "review" publications, such as a program review or year in review. It was felt that until the new Strategic Framework had been agreed upon and the audience for such a publication had been identified, it was not feasible to continue planning its development.

Partner and Field Support Team

Staffing of the Bangkok Office

During June an extensive interview process was undertaken to identify and hire two new desk officers for the TSSC Bangkok office. Two candidates, Mark Mason and Lucy Howen, have been offered jobs and will begin work in early August. These positions will takeover many of the duties formally managed by the Washington-based Operations Associates. Both new employees have several years of development experience and are expected to offer more assistance to support technical programs than was previously the case.

US-AEP Support

Distribution of Documents and Grant Proposals for Comment

The Operations Team coordinated with Karen Marshall at CSG to distribute the SEI II EPG 2003 Grant proposals to US-AEP Country Managers and TSSC staff for review and comment.

US-AEP Calendar of Events

The US-AEP calendar of events is updated on a monthly basis and covers a three month time period. During this quarter the Operations Team modified the way calendars are compiled and distributed (in response to suggestions from USAID/US-AEP Washington). A calendar of all US-AEP events and International events is compiled based on program activity and field input and is distributed via email to program participants. International events and conferences only are posted to the US-AEP website on a monthly basis. This information includes conferences and events that permit international participation in subject areas related to US-AEP. Links to

similar information sites may also be posted. This change was made because it was felt that the current information was mainly of interest to program participants and not relevant for public consumption.

Coordination of Meetings, Forums, etc.

At the request of Marie Ricciardone, the Operations Team coordinated a series of meetings between Marie and TSSC staff in Washington.

General Partner and Field Office Support

The Operations Team provides routine support for communications and liaison between the USAID Management, implementing partners and field representatives. Specific activities undertaken during this reporting period are presented below:

Field Support Calls

- At the request of the Country Program Managers, the Team has discontinued scheduling periodic phone calls to the Field.

Providing Ad Hoc Assistance to Field Offices

- At the request of US-AEP Indonesia, the Team had AWMA send Indonesia several copies of the A&WMA conference brochures.

Distribution of Reports and Publications

- The Team distributed publications from Partners to Country Program Managers and TSSC staff.

US-AEP Contact Directory

The Contact Directory, including email distribution lists, is updated and distributed on a regular basis. This is an on-going process that is implemented as new information becomes available. A hard copy is also produced and distributed. From the next quarter forward this responsibility will be handled from the Bangkok office.

Support to Technical Programs: The Operations Team is often requested to provide assistance to technical program implementation. Specific activities undertaken during this period are presented below.

AWMA 2003

The Operations Team was significantly involved in planning US-AEP's participation in the annual AWMA Conference and Exhibition in June 2003 in San Diego. Activities included:

- Coordination with the AWMA's decorating contractor for the conference, CE South, to negotiate furniture, computer rental, and meeting room space.
- Assistance in development of TSSC AWMA budget.
- Drafting and distributing Asian delegate schedules and other pertinent information to Field staff periodically.
- Leading planning conference calls that included discussions on staff arrival schedules; division of onsite tasks and responsibilities; finalization of Asian delegate and U.S. staff schedules; agenda and speakers for welcome/orientation meeting; confirmation of list of

EPSG-funded and self-funded delegates; and an update on US-AEP meeting room facilities and amenities.

- Staffing of US-AEP booth during the main exhibition dates. The Team also directed visitors interested in scheduling meetings with delegates to the meeting room. Approximately 150 visitors came to the booth inquiring about the US-AEP program during the show.
- Participation in a wrap-up meeting towards the end of the show with all US-AEP project staff and MAI staff to discuss initial feedback and lessons learned for US-AEP participation at future conferences and exhibitions. A final report will be produced early next quarter highlighting specific activities undertaken for the event including preparation, on-site logistics, and initial results of the one-on-one meetings.

Results Monitoring and Reporting Team

Since the submission of the FY2002 Annual Results Report there has been a lull in results reporting activity. Activity mainly centered on the development and limited testing of a quarterly implementation reporting system and the revision of US-AEP's results framework and performance indicators.

Revision of the Results Framework

Assistance was provided during and before several of the managerial discussions held at the Mid Year Partners' Meeting in late June to develop a revised US-AEP Results Framework. The purpose of revising the Results Framework was to clarify and focus US-AEP's strategy, both to improve program planning and to more clearly describe the program to partners and external audiences. During the meeting several sessions were held to review and refine the new Results Framework and consensus was reached on a revised strategic objective, intermediate results, and sub-intermediate results.

Design of FY04 Workplan Development Guidance

A revised FY04 workplan development guidance document was developed during June and presented to Country Program Managers during the Mid Year meeting. The FY04 process will be linked to the newly revised Results Framework. The current year's guidance builds on the workplanning process implemented in FY03 which encouraged Country Program Managers to concentrate their initiatives toward the pursuit of fewer projects. This workplanning process emphasizes the identification of five-year development projects and requires that each project identify intermediate and end-of-project benchmark measures of accomplishment. Project-level benchmark indicators and the newly defined Results Framework objectives will be used to develop a revised reporting system.

THE INTERNAL SUPPORT TEAM (Finance and Administration)

Grants and Short-Term Technical Assistance Management

The Internal Support Team periodically receives grant proposals and short-term technical assistance requests from the US-AEP Country Managers based on Country Workplans. The grants are reviewed by technical staff and the grants administrator, and once approved by the Chief of Party and the CTO, are packaged into a grant agreement and sent to the organization for signature. Once signed by both parties, the grant is formalized and activities are started. One new grant was approved during this period:

Indian Environmental Association (IEA) A \$4,000 grant for an Indian organization to help support the Eco-Housing Project to conduct four workshops aimed at creating urban sustainable habitat. The Project will promote and share the successes/best practices developed from these workshops. The grant period is from May 29, 2003 – June 30, 2003.

Additionally, the Team is currently working on the following grant proposal:

Development Alternatives A \$5,500 grant for an Indian organization to develop the outline of a training module on sustainability reporting based on GRI guidelines in consultation with Asian businesses and their stakeholders. DA will then participate with US-AEP in the design and delivery of the two-step workshop series in India.

In addition, the Team received grant invoices for reimbursement for FY02 and FY03 grants; determined whether they were acceptable by reviewing the deliverables listed in the grant document; and then coordinated the receipt of payment authorization, initiated payment to the grantee, and ensured accurate invoicing to USAID. The Team also provided support to the Field regarding the status of FY03 grants and STTA and updated grants and STTA charts.

Over the past quarter, the Team completed and/or initiated the paperwork required to utilize three short-term consultants. These consultants include:

Ms. Phan Quynh Nhu, Short Term Clean Cities Technical Advisor for Vietnam

A Scope of Work was developed for Ms. Phan Nhu to conduct short-term technical assistance for up to 12 months to provide support to the US-AEP Vietnam program for a variety of clean air and environmental management activities.

Mr. Michael Walsh, Short Term Clean Air Technical Expert for Indonesia and Vietnam

A Scope of Work was developed for Mr. Walsh to provide technical assistance and strategic input to US-AEP's clean air programs in Indonesia and Vietnam. The estimated period of performance is 16 days, from July 14, 2003 to August 4, 2003.

Mr. Philip Sayeg, Short Term Technical Expert for Thailand

A Scope of Work was developed for Mr. Sayeg for short term technical assistance for US-AEP Thailand for developing diesel pollution reduction strategies for Bangkok. The estimated period of performance is 15 days, from July 22, 2003 to October 15, 2003.

Administration

The following administration work was completed:

Conference Preparation

US-AEP Mid-Year Partners' Meeting

The Team assisted with coordination and preparation for the Mid Year Partners' Meeting that was attended by nearly fifty people. The Team made hotel reservations, ordered catering, and set up conference and break-out session meeting rooms. In addition, the Team coordinated and set up breakfast, lunch, break and reception for three days. The Team also compiled sixty binders, inserts, labels, and name badges for the meeting.

Staff Travel

Jeff Bowyer traveled to the Philippines. John Wildgrube and Keri Luly traveled to Vietnam. Elaine Blatt traveled to Washington, D.C. for the Mid-Year Partners' Meeting. Von Millard, Ming Freer, and Maria Gilpin traveled to San Diego for the AWMA Conference and Exhibition.

Distribution of Resource Guides/Other Documents

Copies of the Federal Resource Guide for State International Engagement continue to be distributed in the U.S.

Expanded TSSC IT Network

IT Support work has been considerable in this quarter due to the setup of the new TSSC Regional Office in Bangkok. Many computers that had not been utilized in the TSSC DC office were prepared for use and shipped to the Bangkok Office. Upon arrival they were distributed on the computer network for use by newly hired regional staff and local TSSC Thailand staff. Other IT Support in the development of this network included:

- Setup of new server to handle network needs in Bangkok
- Establishing maintenance schedule of network
- Documentation of computer network and related infrastructure
- Establishing internet service and related services (i.e., email, web presence)
- Preparing orientation for all new hires on the resources available on the newly established network
- In consultation with TSSC DC staff, discussed a plan for integrating the two networks for maximum resource availability

Office Move and Establishment

Washington, D.C.

The TSSC completed its move to 2300 N Street, 7th Floor, NW, Washington DC, 20037.

Bangkok, Thailand and Hanoi, Vietnam

The TSSC expanded its support of USAID's regional office by opening and staffing offices in Bangkok (regional) and Hanoi (for Vietnam). The transformation of empty space to office space for twelve in Bangkok consisted of working with the Thai contractor on adjustments to the office design drawings; negotiating prices on computers and support; negotiating with suppliers to design furniture layouts; selecting carpeting and wall preparations, among other items essential

to the office's build-out; ensuring that the contractors were adhering to the plan; and renegotiating with the contractor on problems and omissions.

The build-out in Hanoi consisted of the review and selection of potential office space near but separate from the Louis Berger office space; working with staff to select furniture, paint, carpeting, computers, and software; overseeing the installation of wiring; establishing systems for payments; and an assortment of final details.

Staffing of New Offices

Staffing the two offices required the development of several job descriptions; advertisement of the positions in newspapers and listservs; coordination and review of over 300 resumes; interviews with candidates (some by phone due to SARS travel restrictions), development of Scopes of Work, reference checks, and making offers. The process resulted in the hiring of talented and enthusiastic new staff in both offices.

Finance: Invoices & Budgeting

The Finance and Administration Team has submitted 19 invoices to USAID. The Team is currently preparing Invoice # 20 (June 2003). Invoices include reimbursements of FY02 and FY03 grantees, staff travel expenses, labor, and other project expenses.

NOTE: The percentage shown in the table is the percentage of budget spent as of May 31, 2003.

Line Item No.	Description	Percent of Budget Spent
01	Est. Cost for Professional Services in accordance with Section C and all other terms of the Contract	31.10%
02	Fringe Benefits	41.14%
03	Other Direct Costs * (Note: Includes all handling fees. Additional ODCs found in subcontract budgets)	48.40%
04	Travel Costs for Pro Bono Services in accordance with Section C.3.b, Creating and Strengthening Partnerships NTE	0.00%
05	Grant Program in accordance with Section C.3.e Grant Program NTE	27.82%
06	Indirects	30.71%
07	Subcontracts	22.95%
08	Fixed Fee	29.86%
Total Est. Cost Plus Fixed Fee		30.22%

NOTE: The percent expended is for the three year period of the contract effective September 27, 2001 and does not contain the option years.

Estimated Utilization of Contractor's Level of Effort

The total LOE utilization under this contract as of May 31, 2003 is 77,613 hours.

